



**Student Services**  
 1042 West Hamlet Avenue  
 Post Office Box 1189, Hamlet, NC 28345  
 (910) 410-1727 Fax (910) 582-7102  
 EQUAL OPPORTUNITY INSTITUTION

**Enrollment Certification Worksheet**

**A new worksheet must be completed each semester. All fields are required.  
 Incomplete worksheets may not be accepted.**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First Middle

Major: \_\_\_\_\_ (Check One)  Degree  Diploma  Certificate  
 (If you change your major, you must notify the VA Certifying Official prior to certification and complete the necessary paperwork.)

Address: \_\_\_\_\_  
Mailing Address City State Zip

Phone #: \_\_\_\_\_ (Please note that **email** correspondence will be sent to your RCC student email account. You should check this email account regularly)

**DVA Benefit Program** (please check only one)

\*Your selection will **NOT** modify your benefit program.

If you need to change your benefit program, you must contact Richmond Community College's VA Certifying Official for the correct procedure.

- |   |   |
|---|---|
| <input type="checkbox"/> Chapter 30 (Montgomery GI Bill)<br><input type="checkbox"/> Chapter 31 (Vocational Rehab)<br><input type="checkbox"/> Chapter 32 (VEAP)<br><input type="checkbox"/> Chapter 33 (Post 9/11 GI Bill) | <input type="checkbox"/> Chapter 35 (Survivors & Dependents)<br><input type="checkbox"/> Chapter 1606 (MGIB – Selected Reserve)<br><input type="checkbox"/> Chapter 1607 (REAP) |
|---|---|

**Please complete the information below regarding the courses you have scheduled.**

\*Any additional courses or dropped courses **WILL** change your enrollment certification and **MUST** be submitted to the VA Certifying Official. These changes may affect your monetary benefits.

Year \_\_\_\_\_  Fall  Spring  Summer

**Department Number Section Start Date End Date Credit Hours**

Department	Number	Section	Start Date	End Date	Credit Hours
ENG	232	03	1/7/2013	5/7/2013	3

**Your enrollment certification will be specific with the beginning and ending dates of each course. If you have a late starting class or early completed class, you may not be considered a full-time student for the entire semester.**

I have read and understand the Satisfactory Academic Progress policy for students using VA benefits. I understand that course withdrawals, courses never attended, courses changed, courses not required for program completion, and grades lower than a "C" may result in financial penalties including but not limited to repayment to the Department of Veterans Affairs and/or Richmond Community College. I acknowledge that I have taken the necessary steps to confirm that my courses will count toward graduation. I also acknowledge that completing this worksheet does not guarantee certification for the above courses and all courses must be approved by the VA Certifying Official and must be required for program completion.

\_\_\_\_\_  
 Student's Signature Date

For Office Use Only  
 Received: \_\_\_\_\_  
 By: \_\_\_\_\_